



## Accounting Manager

**Department:** Accounting

**Class Code:** 1461

**EEO Code:** 22

**FLSA:** E

**Effective:** 01/07/1991

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### **GENERAL STATEMENT OF DUTIES:**

Under administrative direction; performs work of considerable difficulty managing the accounting functions and personnel; and performs other work as required.

Examples of work (illustrative only):

### **SPECIFIC STATEMENT OF DUTIES:**

Trains, supervises and evaluates accounting personnel; coordinates the annual audit of all financial activities with other County departments and the County's external auditors; oversees the preparation of accurate monthly financial reports; directs the maintenance of accounting reports and preparation of the County's Annual Financial Report in accordance with GAAP (Generally Accepted Accounting Principles); advises other County departments on proper accounting procedures; coordinates short and long term planning for the General Accounting staff; supervises preparation of reports and disbursements; performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of accounting principles and related laws; of management techniques. Considerable skill in supervising personnel.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Core curriculum for a bachelor's degree in Accounting, Business or related field and three (3) years experience in an accounting environment, including two (2) years in a management capacity; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

Certified Public Accountant (CPA) required.

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| <p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p> |
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